



CHECKLIST OF REQUIRED ELEMENTS

This document is intended to provide an easy reference of the requirements for proposal submissions from NGOs. Proposals that do not meet these requirements will be returned to the applicant without review.

<http://www.usaid.gov/what-we-do/working-crises-and-conflict/crisis-response/resources>

This checklist complies with *USAID/OFDA Proposal Guidelines* May 2018 v.2.

Applications must:

1. ☐ Conform to a limit of 20 pages plus 2 pages per sub-sector, excluding the cost proposal, proposal summary, and supporting documentation. For example, a proposal with 3 sub-sectors cannot exceed 26 pages.
2. ☐ Be written in English or submitted with English translations {USAID Automated Directives System (ADS)-303.3.20} and saved in Word 2000 and/or Excel 2000 or newer versions. USAID/OFDA does not accept zip files. Submit only PDF files for signed documents.
3. ☐ Include a proposal summary of approximately two pages (see Recommended Proposal Formats on page 16).
4. ☐ Use page numbers and headers or footers that clearly identify the submission or revision date. You must label all documents as either an original or revised submission.
5. ☐ Submit proposal to USAID/OFDA Washington, D.C. from your organization's headquarters, which refers to the office with authority to sign the award.
6. ☐ Use sectors, sub-sectors, keywords, indicators, and keyword indicators identified in the *Guidelines*. Find all approved sectors in the Approved Sector, Sub-sector, Indicator Table on page 21, and Keyword List on page 44, with further explanation in the sector requirements section beginning on page 82 and further explanation of keyword indicators on page 221.
7. ☐ Address the sector requirements in the appropriate sections responding to each of the applicable technical questions outlined.
8. ☐ Clearly identify restricted goods or commodities and supply appropriate documentation as outlined in the sector requirements.

Supporting documents included as annexes

9. ☐ Submit a detailed, itemized budget in U.S. Dollars (USD) in Excel format. Attribute costs to specific line items, rather than including "pooled costs" (see Cost/Budget Guidelines on page 52).
10. ☐ Submit a corresponding budget narrative in Word, and a completed and signed Standard Form (SF) 424 (see Cost/Budget Guidelines on page 52).

11. ☐ Submit a Branding Strategy and Marking Plan (BSMP), even if a waiver is in place (see Branding and Marking on page 63).
12. ☐ Include all required signed Certifications and Assurances (see page 66).
13. ☐ Provide a location-specific Safety and Security Plan for proposed program sites (see Supporting Documentation on page 68).
14. ☐ Submit your organization's Code of Conduct that is consistent with the U.N. Inter-Agency Standing Committee (IASC) Task Force on Protection from Sexual Exploitation and Abuse in Humanitarian Crises (see page 69).
15. ☐ Submit the Implementation Details for your organization's Code of Conduct by program location(s), not to exceed one paragraph (see page 69).
16. ☐ Submit your Accountability to Affected Populations plan as an annex, not to exceed one page (see page 71).
17. ☐ Submit a Monitoring & Evaluation Plan and include the Monitoring Table template (see M&E on page 72).
18. ☐ Submit a Risk Assessment and Mitigation information, if applicable.
19. ☐ Address the Logistics Requirements located on page 79.
 - a. Include a brief description of logistics and operations structures if project uses USAID/OFDA funds for procurement, storage, or transport.
 - b. If procurement over \$50,000 is planned, provide a:
 - i. Procurement plan,
 - ii. Procurement policy, and
 - iii. Transport plan.
 - c. If warehousing in support of USAID/OFDA-funded project(s) is planned, provide a:
 - i. Storage plan, and
 - ii. Warehouse management policy.
 - d. If renting or purchasing vehicles is planned, provide:
 - i. Discrete lists of vehicles, including those to transfer into the project or those planned for purchase or rental,
 - ii. Maintenance management plan, and
 - iii. Fleet management policy.
20. ☐ If your proposal must be revised due to an Issues Letter,
 - a. Delete any text removed rather than using ~~striethrough~~, and
 - b. Apply **bold** typeface to changes.